



DEPARTMENT OF THE ARMY

HEADQUARTERS, U. S. ARMY DENTAL ACTIVITY
FORT HUACHUCA, ARIZONA 85613-7040

REPLY TO
ATTENTION OF
DSBJ-CDR (100)

6 January 2000

MEMORANDUM FOR ALL DENTAL PERSONNEL

SUBJECT: U.S. Army Dental Activity (DENTAC) Policy Letter
#00-04--Policy on Training Plan for Dental Assistant Promotion/
Reassignment to the GS-05 Dental Assistant (Expanded Function)
Duty Position

1. References:

a. Job Description for Dental Assistant GS-04, USA DENTAC
Fort Huachuca, 17 Dec 99.

b. Job Description for Dental Assistant (Expanded Function)
GS-05, USA DENTAC Fort Huachuca, 17 Dec 99.

c. AR 40-68.

2. Purpose. To explain the policy and procedure for a dental
assistant to qualify for promotion/reassignment to this DENTAC's
GS-05 Dental Assistant (Expanded Function) duty position.

3. Applicability. This policy memo applies only to GS civilian
dental assistants assigned to this DENTAC.

4. Background.

a. This DENTAC's implementation of the Dental Care
Reengineering Initiative (DCRI) created the need for a highly
trained and capable dental assistant workforce. Dental
assistants today must possess skills from all functional areas of
clinical operation, to include front desk reception and patient
care coordination duties. Reference 1.a. describes these duties
and skills at the GS-04 level for a dental assistant in this DCRI
DENTAC.

b. DENTAC-wide DCRI, however, has also created the need for
a cadre of highly qualified dental assistants, with skills at a
significantly greater level than delineated at the GS-04 level.

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At this higher level, these skills include expertise in dental care business practice management and also increased emphasis in health promotion and disease prevention. Reference 1.b. captures the specific duties required to perform at the GS-05 Dental Assistant (Expanded Function) duty position in this DCRI DENTAC.

5. Policy. A highly trained and qualified dental assistant workforce is in the interest of the patient, community, Dental Command, taxpayer and employee. Therefore, it is DENTAC policy to promote/reassign qualified, currently assigned dental assistants to the GS-05 Dental Assistant (Expanded Function) duty position to the maximum extent consistent available resources and constraints to mission accomplishment.

6. Procedure.

a. Currently assigned dental assistants candidates seeking promotion/reassignment to the GS-05 Dental Assistant (Expanded Function) duty position must first obtain written approval to participate in this training plan (encl 1).

b. After obtaining approval to participate, the candidate's supervisor will establish a rotational training plan that provides the opportunity for the candidate to learn the required skills. Candidates will complete all feasible training plan skill requirements (encl 2).

c. After certification of demonstrated competence in all required skills, the candidate will use the transmittal memo (encl 3) to forward the completed checklist (encl 2) through the chain of command to the Credentials Committee. Either the Team Leader or Team NCO may acknowledge certification.

d. The Credentials Committee will review the candidate's documentation and recommend approval/disapproval. Documentation includes: transmittal memo (encl 3), training plan skill checklist (encl 2), certificate of completion of a Prophecy Tech training course, and other pertinent documents.

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e. After DENTAC Commander's approval (encl 3) of the completed training plan, candidates will document competence in these skills by updating their resume in RESUMIX.

f. Consistent with available funds and after completion of all training plan requirements, the Commander, DENTAC, will subsequently approve the PERSACT (SF52) for the candidate's (Expanded Function) duty position.

HARLAND G. LEWIS, JR.
Colonel, Dental Corps
Commanding

MEMORANDUM THRU

Team NCO
Team Leader
Officer-in-Charge, Runion Dental Clinic

FOR Commander

SUBJECT: Request to Participate in the GS-05 Dental Assistant
(Expanded Function) Training Plan

1. Request approval to participate in the GS-05 Dental Assistant
(Expanded Function) training program.
2. I understand final approval of promotion/reassignment to this
job is subject to available resources and constraints to mission
accomplishment.

Candidate's signature block

TRAINING PLAN CHECKLIST

MEMORANDUM THRU

Team NCO
Team Leader
Officer-in-Charge, Runion Dental Clinic
Chairman, Credentials Committee

FOR Commander, USADENTAC

SUBJECT: Certification for Completion of Training Plan

1. Request approval to perform the skills as certified in the enclosed Skill Certification Checklist.
2. Subsequent to approval, I understand all these procedures can only be performed under a dentist's direct supervision.

Candidate's Signature Block